



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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CCB 12430

HRO

DEC 05 2014

COMBAT CENTER BULLETIN 12430

From: Commanding General
To: Distribution List

Subj: PERFORMANCE RECOGNITION AND REWARDS BUSINESS RULES

Ref: (a) D/C M&RA Letter, Performance Recognition and Rewards Business Rules, dtd 22 Oct 2014
(b) MARADMIN 065/11
(c) Department of the Navy, Interim Performance Management System Covering Positions Transitioning to the General Schedule (GS) from the National Security Personnel System (NSPS), Ver. 2 - September 2010
(d) Under Secretary of Defense, Performance Appraisal Critical Element for the Protection of Classified Information, dtd 12 Jun 2013
(e) Department of the Navy Interim Performance Appraisal Form, OPNAV 12430/6 (Rev. 11/2011)
(f) CCO 12771.2F

Encl: (1) Award Criteria
(2) Award Process for Non-Bargaining Unit Employees
(3) Award Process for Bargaining Unit GS and Wage Grade Employees
(4) Sample Award Recommendation Letter

1. Situation. Due to fiscal constraints, annual performance award allocations have been significantly reduced. Small portions of time off awards and Quality Step Increases (QSIs) have been authorized to award appropriated fund civilian employees.

2. Mission. In accordance with the references, this bulletin provides guidance and assigns responsibilities for appropriated fund civilian employee's annual performance appraisals and awards for Fiscal Year (FY) 2014.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To recognize appropriated fund civilian employees for their performance for FY 2014.

(2) Concept of Operations. Refer to enclosure (1) for the performance awards management and structure. Refer to enclosure (2) for the procedure to award non-bargaining unit employees and enclosure (3) to award bargaining unit employees.

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b. Subordinate Element Missions(1) Assistant Chiefs of Staff (ACs/S), Commanding Officers (COs), and Special Staff Officers

(a) Ensure all Rating Officials (ROs) complete supervisory performance management duties for appropriated fund civilian employees who meet required due dates for the reporting cycle.

(b) ROs will submit award recommendations in accordance with award criteria provided in enclosures (1) through (3). Enclosure (4) provides the award submission template for all employees.

(2) Human Resources Director. Has overall program responsibility for the administration of performance based awards and shall coordinate the performance appraisal process, coordinate Performance Awards Review Board /QSI meetings, perform advisory role during the award boards, provide ACs/S, COs and Special Staff Officers with award allocations, provide employee notifications as required and ensure appropriate records are maintained.

c. Coordinating Instructions. ACs/S, COs, and Special Staff Officers shall review all award recommendation letters submitted by ROs prior to submission to the Human Resources Office for processing. All appraisals and award recommendation letters will be submitted to Ms. Angela Dumdie at angela.dumdie@usmc.mil.

4. Administration and Logistics. Distribution statement A directives issued by the Commanding General (CG) are distributed via email upon request and can be viewed at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Bulletins.aspx>.

5. Command and Signal

a. Command. This Order is applicable to all commands, organizations, units, and activities under the cognizance of the CG, Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center.

b. Signal. This Bulletin is effective the date signed.


J. B. HANLON
Chief of Staff

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Award Criteria

1. Performance Awards Management and Structure

a. The performance awards review, operation and process are managed under the direction of the Chief of Staff (COS), Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Center (MCAGCC).

b. There are six Performance Awards Review Boards (PARBs) for non-bargaining unit General Schedule (GS) employees.

c. There will be two Quality Step Increase (QSI) award boards; one for non-bargaining unit GS employees and one for bargaining unit GS employees. Both QSI award panels will be headed by the COS.

d. Responsibilities of the PARB and QSI award board are:

(1) Review performance documents, assign award ratings, award distributions, and make adjustments which in the board's view are necessary to maintain process equity and consistency across the PARB.

(2) Manage the civilian awards for performance budget.

(3) Oversee the funding levels in accordance with the established guidelines and references.

(4) Oversee publication of any Notices to Employees regarding performance awards.

(5) Ensure that data requested by Department of Defense is provided.

2. Employee Notification of Awards. Employees will not be notified of their award assignment and award distribution until the awards process is completed and approved by the COS.

3. Grievance Procedures. MAGTFTC, MCAGCC will follow the administrative grievance procedures documented in reference (f) and applicable negotiated grievance procedures in negotiated contracts.

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Awards Process for Non-Bargaining Unit Employees

1. Administering the PARB. PARB deliberations and discussions are confidential. All persons involved in the panels will abide by the standards of conduct and ethics as outlined in the implementing issuances. Final distributions of awards will not be released until final review and approval by the COS. For continued emphasis, participating members will resign the non-disclosure statement at the onset of deliberations. No observers are permitted during the process unless authorized/approved by the Chairperson.

a. Where necessary and realistic, the duration of panel meetings on a daily basis will not exceed four hours in length. The length of the panel meetings should allow sufficient time for issues to be adequately analyzed and discussed so that a common understanding and consensus can be achieved. If no consensus can be reached, the Chairperson will make the final determination. A maximum time of 15 minutes/per performance appraisal and a notional time of 10 minutes/per person will be used.

b. All panel deliberations, materials, and information (both written and verbal) developed during these meetings are confidential. PARB administrator [Human Resources Office (HRO) Representative] will retain notes. The PARB administrator will ensure that all documents used in the PARB process are stored in a secure folder on the network accessible only to the panel and administrator or that hard copies are secure during/after sessions.

2. PARB Process

a. PARB chairpersons are as follows:

	PARB 1	PARB 2	PARB 3	PARB 4	PARB 5	PARB 6 QSI Board
Chair:	MCMWTC XO	Dep AC/S G-4	AC/S G-1	AC/S G-5	BPO Director	COS

b. Each panel member will brief/present assigned employee's performance/contributions and rating to the PARB panel members. Once briefed, members will collectively review the appraisal information (employee self-assessment, supervisor assessment, and rating) for each employee and assign award distributions as appropriate. After a brief discussion, the Chairperson will tally votes and strive to reach a consensus of the award to be given. If consensus cannot be attained the Chairperson will cast the deciding vote.

c. PARB members' assessments and award recommendations will be reviewed by an entirely separate PARB from the group of which they are a member. During the panel meetings, participants will excuse themselves from the room when a review of their immediate supervisor is under consideration.

d. Because of the limited timeframes for PARB panel deliberations, deadlines must be strictly adhered to. This pertains to rating officials' appraisals of their employees, senior rating official functions, and hardcopy delivery to the HRO. Consistent or deliberate failure to meet deadlines and publicized time frames by rating officials or senior rating officials will be reflected in their next performance rating. When rating officials or senior rating officials are consistently late, the chain of command will be notified and, if necessary, removal as a rating official will occur.

Enclosure (2)

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3. Performance Awards Determination. The performance awards process has two components: time off award and QSI.

a. U.S. Marine Corps issued guidance established award allocations for performance-based awards. When determining awards, the following will be considered:

- (1) Current salary
- (2) Complexity of work
- (3) Overall contribution
- (4) Organizational success
- (5) Attrition and retention rates
- (6) Recent Salary increases (reassignment or promotion)
- (7) Monetary awards received during the performance period
- (8) Criticality of position or skill set
- (9) Disciplinary actions (as appropriate)

b. A recommendation for an award does not mean an employee will receive an award.

c. The PARB does not have the authority to change a rating of acceptable or unacceptable which has been approved by the Senior Rating Official. PARBS will assign a Contribution Level to each employee who is rated Acceptable. The contribution levels are defined as follows:

(1) Contribution Level 1: Met expectations. Attained each critical element on time, requiring little supervision or rework. Achieved requirements and ensured the continuation of the goals and mission of the commands/unit/office.

(2) Contribution Level 2: Exceeded expectations. Accomplished more than required in advance of timelines with limited supervision. Took initiative and recommended solutions and improvements. Contributions significantly enhanced the goals and mission of the command/unit/office.

(3) Contribution Level 3: Greatly exceeded expectations. Accomplished more than required without supervision. Recognized by senior and peers for outstanding performance. Contributed to the efficiency of the agency. Contributions had great impact on the success of the goals and mission of the command/unit/office.

4. Time-Off Awards

a. Time off awards for non-bargaining unit employees are limited to 349 hours in UIC 67399 and 108 hours for UIC 67884. Employees are eligible for time off awards based on their contribution level (1, 2, or 3). There is no entitlement to an award at any contribution level.

Enclosure (2)

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b. Each PARB will receive an allocation of time off hours for use in the PARB process. Given the extremely limited number of time off hours that may be awarded, the employee can receive either a time off award or a QSI, but not both. The PARB will determine the amount of time off hours to be awarded to the employee.

5. QSI Award Board. Reference (a) imposed restrictions on awards for FY15. Accordingly, QSIs are limited to 0.051 percent of the aggregate salaries for non-bargaining unit employee. Nominations will be submitted to the QSI awards board for consideration. An employee who receives a QSI may not receive a time off award for the same performance rating period. However, a recommendation for an alternate award may be submitted in the event the nominee does not receive the QSI.

a. The purpose of the QSI is to provide appropriate incentive and recognition for exceptional, sustained performance by granting a step increase. To be eligible for a QSI, employees must meet the following criteria:

- (1) Must be a GS employee.
- (2) Receive a rating of record of "Acceptable".
- (3) An employee must be in their position (GS grade) for a minimum of 90 days.
- (4) May not have received a QSI in the previous 52 week period.
- (5) An employee must be assigned Level 3 contribution.
- (6) Make a significant contribution to the organization's mission.

b. Recommendations for QSI will be made within each PARB. The PARB chairperson will submit the recommendations to the QSI awards board for consideration.

Enclosure (2)

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Awards Process for Bargaining Unit GS and Wage Grade Employees

1. Performance Awards Determination. The performance awards process has two components: time off award and QSI.

a. U.S. Marine Corps issued guidance established award allocations for performance-based awards. When determining awards, the following will be considered:

- (1) Current salary.
- (2) Complexity of work.
- (3) Overall contribution.
- (4) Organizational success.
- (5) Attrition and retention rates.
- (6) Recent Salary increases (reassignment or promotion).
- (7) Monetary awards received during the performance period.
- (8) Criticality of position or skill set.
- (9) Disciplinary actions (as appropriate).

b. A recommendation for an award does not mean an employee will receive an award.

2. Time-Off Awards. Time off awards for GS bargaining unit employees and Wage Grade employees are limited to 1164 hours in UIC 67399 and 502 hours for UIC 67884.

a. Each AC/S, CO or Special Staff Officer will receive an allocation of time off award hours. Supervisors will submit nominations for time off awards through their appropriate chain of command. Given the extremely limited number of time off hours that may be awarded, the supervisor must clearly identify the justification for the award using enclosure (4). The AC/S, CO or Special Staff Officer will determine the amount of time off hours to be awarded and submit to HRO for processing.

3. QSI Award Board. QSIs are limited to 0.051 percent of the aggregate salaries for GS bargaining unit employees. Nominations will be submitted to the QSI awards board for consideration. An employee who receives a QSI may not receive a time off award for the same performance rating period. However, due to the limited number of QSIs allocated, a recommendation for an alternate award should be submitted in the event the nominee does not receive the QSI.

a. The purpose of the QSI is to provide appropriate incentive and recognition for exceptional, sustained performance by granting a step increase. To be eligible for a QSI, employees must meet the following criteria:

- (1) Must be a GS employee.

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- (2) Receive a rating of record of "Acceptable".
- (3) An employee must be in their position (GS grade) for a minimum of 90 days.
- (4) May not have received a QSI in the previous 52 week period.
- (5) An employee must be assigned Level 3 contribution.
- (6) Make a significant contribution to the organization's mission.

b. Supervisors will submit nominations through their appropriate chain of command. Justification, using enclosure (4), must show how the employee has consistently, greatly exceeded expectations and how their contributions have affected the organization. The AC/S, CO or Special Staff Officer shall approve the best nomination for their directorate and forward to HRO for consideration in the QSI awards board.

Enclosure (3)

Sample Award Recommendation Letter

Date

From: Supervisor
To: AC/S of Directorate

Subj: AWARD NOMINATION FOR APPRAISAL PERIOD 01 Oct 2013 - 30 Sep 2014

1. I nominate _____ for:

- ☐ Time Off Award (____ hours)
☐ Quality Step Increase

2. Justification for those recommended for an award - *(describe the performance/accomplishments warranting RECOGNITION. Include a description of how the employee significantly contributed to the organization's mission above and beyond that what is expected given his/her pay grade.)*

3. I certify the employee has met all eligibility requirements for the award recommended.

Supervisor's signature

FOR OFFICIAL USE ONLY

Approval:

☐ Approved

☐ Disapproved

☐ Other award recommended:

Signature: AC/S of Directorate